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ABSTRACT

This paper describes one academic's experiences in utilizing a database management system, dBase II, with an Apple IIe microcomputer for record keeping and reporting. Initial problems created by processing data by hand or by a central computer system are described, and the selection process for a microcomputer purchase and software package (dBase II) is explained. Specific methods of storing and retrieving data using dBase II are presented, including the structure of the database, information storage limitations of dBase II, and field definitions for student files. Also described are methods for updating existing files. Corresponding appendices include sample raw data displays for specific information needs, such as generating a list of students by race, sex, degree requirements, or quarter exited; methods of locating a file with both limited and more specific information; and a list of student advisees for the year. (JB)

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USING D-BASE II FOR DEPARTMENTAL RECORD KEEPING AND REPORTING

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TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

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Every now and then I get into a discussion with other department heads on our campus, all of whom consider that they have entirely too much to do (and considering the current demands, they have a point), and I can always one-up them when I start telling them about all the records we have to keep on each student, the monitoring that we must do to see that students meet their requirements, and the reports that we must constantly make, not only to the Regents' office but to every outfit on campus who wants to know "What percentage of your students do so-and-so?" or "How many students with such-and-such criteria perform at whatever level?" amd so on and so on. Others are generally amazed that we have to know where each student is and what he is doing every quarter.

Of course, none of us find that amazing, since we live with it all the time. In fact, all of this monitoring and record keeping often threatens to turn us into little more than auditors, especially when we have a large number of students and very little assistance in maintaining those records. For a number of years, my department faced the task of manually collecting data and keeping the records, tabulating (which means counting) the data for reports, assembling this information in various forms, and typing up reports to various people and offices. While we developed a fairly good system for doing it, the person-hours consumed in the process, not to mention the possibility for error and

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therefore the need for checking and rechecking, was staggering.

While our institution (like most, I imagine) now has a central computer system that serves institutional needs and keeps central records, the demands on that office are enormous, both from administration and from academia. They are understaffed and overpressured, and reports such as those I needed were often very low on the priority list. I would talk to the person in charge, and he would be very sympathetic, admit that programs could be written that would do for me what I wanted, and that he would put them on his list. But somehow, my request rarely reached the top of the list, and in the meantime I went on assembling my data by hand.

I do not mean to imply that they were totally uncooperative; as a matter of fact, I was able on occasion to get some reports from them. I even pulled "rank" at one point by insisting that comparative follow-up grade performance of DS students and regular students was required by the Regents' office, and if I couldn't get it, I would have no choice but to report to that office that our institution refused to supply me with the data. They decided to find time to write that program. One can't resort to that tactic very often, however, and to do them credit, they wrote a scheduling program for me several years ago that I am still using.

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I have observed at recent Developmental Studies Advisory Council meetings that many other departments or divisions are faced with those problems--that they are still forced to do much of their reporting manually. But with the advent of micro-computers, I found a solution to much of my problem by using a data-base management system to keep my records. It is not only a neat and effective way to create my own data base, but it has made end-of-the year reporting a snap, and it has provided me with an easy way to get information for various queries when I want them.

After facing the fact that my department was unlikely to have equipment money to buy a micro (we have had some very lean years and no one has had equipment money), I took the easy way out and bought my own personal Apple IIe. Two years later, the institution has finally supplied some micros for our building, so it is now possible to do most of the work at the office. But even having to take things home and doing much of the work there was simpler and quicker than the old system, which leads me to my main point: even if there is no micro-computer in your own office, it is still possible to make effective use of a data base program as long as you have reasonable access to one somewhere.

At the time I converted my record keeping to the micro, I chose the software program called DBase II, partly because it was the best and most sophisticated at the time, but also because it was what is known as a CP/M system and usable on

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a number of different micros. Since then a number of other data base systems have been marketed and DBase III has come out--unfortunately it is not usable on an Apple and so I have stuck with DBase II. What I am going to show you about my system, however, is adaptable to whatever is available to you. Probably if I were starting from scratch now, I would use an IBM, but I am still very content with the Apple and it has proved adequate for what I want and has the capability to do far more than I have learned to do.

The beauty of a data management system is that you can create your own system to fit exactly what you need. You can create more than one system to meet different needs, and these data bases can be linked together as long as they have a common field such as a social security number. I haven't taken advantage of that yet, but I am on the verge of trying it, because one of the problems with becoming a micro-computer freak is that you are always discovering more things that it can do and wanting to use it for new tasks.

DBase II is not an easy system to learn. It's what is called Command Driven rather than Menu Driven, so that you have to learn very specifically the commands to give in order to get what you want. Unless you use it frequently, it is easy to forget those commands from one use to the next. But it is a sophisticated system, and the variety of reports that can be created from it makes it worth the learning.

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(LOOK AT THE FIRST PAGE OF HAND-OUT -- STRUCTURE)

I structured my data base primarily to conform to the end-of-the year report that the Regents' office requires. It was possible, however, to add in some additional items that would be for my own use. I don't claim that my system is perfect (in fact, I already know one way that I will modify it for next year, which is why I must learn to link the systems), but it has worked very well on the whole. Your hand-outs contain a print of the structure of my system. In creating a structure, you define the limits of the items you want, and you are limited in DBase to 32 "fields" or items and a limited number of total "characters" in the fields (254), and the total number of records will be limited by the size of a floppy disk. But I have found one disk to be adequate for approximately 600 students using the fields listed here. And I am also able to store several report forms on the disk in addition to the basic data. (DBase III will allow for much more information.)

(Maximum number of DBase characters: 32 fields; 254 bytes per field; 1000 bytes per record; total 65,535 records. That's a lot, but a floppy disk won't hold that much.)

Let me go down the list and briefly describe how I defined these fields and why.

Describe fields: 1 - 8 general information

9 - 26 quarter-by-quarter progress

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27 - 31 exit information

32 - advisor

Field 8 is not efficient; one should never enter more than one item of data in a field. I should have made this three fields - one each for R,E,M - and used a logical type (Y or N). I also do not have additional information that would be useful--SAT scores, TSWE, sub-scores, essay results, etc. Those will be a new data base that I have created for use next year.

(LOOK AT THE SECOND STRUCTURE FILE)

Call attention to Type - Character, Numerical, or Logical
Use the simulated entry structure.

I begin with Summer quarter of the fiscal year and enter each student according to the quarter he is in at that time. Some carry-over students will be included in two data bases, because I start a new one with each fiscal year. I can always go back and complete the data on a student in the old file, but I haven't seen fit to do that; so far it has worked to keep each record separate according to the fiscal year.

At the beginning and end of each quarter, I update the file, recording the exit results for each student and then the data on those who return for the following quarter. Then I add the new students into the data base. I usually enter the data according to quarter of entry; I do not

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worry about keeping records alphabetical, although it is a convenience, but I add new data each quarter as new students come in. If I want my reports alphabetized, the system will do that for me. If I want to locate a record, I can ask the system to locate it for me.

Once I enter the data, I can print out any of a number of reports. First I just print the raw data so that we can check it; the beautiful thing about a computer file is that, once you get the data in correctly, it will stay that way. The same is true if it is incorrect. So it pays to take extra care to be sure the basic data in accurate. I can also print out raw data for limited items (only certain fields), and I frequently have reason to do that. For example, I print out a list each quarter of students who exited, and I can do it according to various specifics.

(LOOK AT LIST OF RAW DATA AND OTHER RAW REPORTS)

I might also mention that it is essential to make two copies of a data base and keep both up to date; it only took one time losing a whole disk of records to teach me that lesson. You should also keep a hard copy, because if the base does get lost, it is easier to recreate it from a hard copy than from all the original records. Take it from me.

Once that is done, I use my "report forms" to generate some useful documents. The first is a list of the students enrolled in the current quarter. **(See Report form DSLIST)**

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We constantly use that for reference. Then a report form for each advisor; it is easy this way to do a new one each quarter--the students who have exited have been eliminated.

At any given time, I can generate answers to questions such as "How many students exited English in one quarter this year?" All I have to ask the data base to do is "List" if I want names, or "Count" if I only want numbers, those students "For RDGA='EX'" and in a few seconds I have it. If we only need to know about fall quarter students, I ask for "DTRA='184'.and.RDGA='EX'"; that may take two seconds longer. It beats counting.

At the end of the year, when I get ready to do my report for the Regents' office, it is a simple matter to get the various counts I want. For example I give the command to "COUNT FOR RACE='B'.AND.REQ='R'" to know how many Black students were required to take Reading; then I "COUNT FOR RACE='B'.AND.RDGA='EX'" to find how many exited reading in one quarter. Total exiting DS is in field 30; I can also quickly find out how many exited in 1,2,3,or 4 quarters by using field 31. It tells me how many didn't exit by leaving the field blank--one can count the blanks also.

The one report that my program will not provide is the comparative data, and for that I have to resort to the Computer Center since I do not have grades for students other than DS students in DS courses (and I haven't so far put those in the system although I am contemplating it).

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I believe that any department could make use of a data base system of this kind. Most campuses have micro computers now even if individual departments do not. It is worth the investment for your own department if you can swing it, but if not, try to get access to one somewhere. Disks are small and easily portable; files are not, but they can be transported in small batches for feeding in the initial data. I took them home with me for two years. The major advantage of having one on campus is that a secretary can feed in the data once you have created the system.

The micro computer and data management systems have made my operation infinitely easier and I highly recommend them. When you add in the word processing and spread sheet capabilities (my faculty are getting hooked on those for recording and figuring grades) on the same computer, they are well worth the investment. Then if you are lucky enough to have someone around who knows how to write programs, you can create all kinds of teaching aids as well. Or just have fun. But this is not supposed to be a sales pitch for computers (although we are worse than reformed drunks), but information on how one such computer made a difference to one Developmental Studies department head in dealing with the enormous task of record keeping and reporting.

A WORD OF CAUTION

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If you are basically as computer unwise as I, you will find most manuals that accompany software programs very difficult to understand. They are primarily reference manuals, written by computer experts and not by word-oriented people. They pride themselves on brevity, not clarity.

I found my best source of instruction in two books which I bought:

Robert A. Byers, EVERYMAN'S DATABASE PRIMER, featuring dBASE II, published by Ashton-Tate, Culver City,CA, 1982.

McMahon, Hoover, and Popp, REPORT WRITING IN dBASE II, published by SoftwareBanc, Arlington, MA, 1984.

The same is true of WordStar, a word processing package that also is a CP/M program usable on the Apple and IBM (and others, I am sure). For those I found my help in the following books:

Walter A. Ettlin, WORDSTAR MADE EASY, second edition, published by Osborne/McGraw-Hill, Berkeley,CA, 1982.

Julie Anne Arca, PRACTICAL WORDSTAR USES, published by Sybex, Berkeley, CA, 1983.

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```
STRUCTURE FOR FILE:   B:DEVSTSS .DBF
NUMBER OF RECORDS:    00576
DATE OF LAST UPDATE:  00/00/00
PRIMARY USE DATABASE
FLD       NAME        TYPE  WIDTH   DEC
001       SSNO        C     009
002       NAME        C     024
003       RACE        C     001
004       SEX         C     001
005       FBSE:RD     N     002
006       FBSE:EN     N     002
007       FBSE:MA     N     002
008       REQ         C     003
009       QTRA        C     003
010       RDGA        C     002
011       ENGA        C     002
012       MAT98A      C     002
013       MAT99A      C     002
014       QTRB        C     003
015       RDGB        C     002
016       ENGB        C     002
017       MAT98B      C     002
018       MAT99B      C     002
019       QTRC        C     003
020       RDGC        C     002
021       ENGC        C     002
022       MAT99C      C     002
023       QTRD        C     003
024       RDGD        C     002
025       ENGD        C     002
026       MAT99D      C     002
027       FBSE:RD     N     002
028       FBSE:EN     N     002
029       FBSE:MA     N     002
030       EDS         C     003
031       NOQTRS      N     001
032       ADV         C     003
** TOTAL **                00098
```

File #1 – The one I am using.

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```
STRUCTURE FOR FILE:   B:DS85ENEX.DBF
NUMBER OF RECORDS:    00000
DATE OF LAST UPDATE: 03/21/85
PRIMARY USE DATABASE
FLD        NAME        TYPE WIDTH    DEC
001       SSNO          C     009
002       NAME          C     024
003       RACE          C     001
004       SEX           C     001
005       QTRENT        C     003
006       PFAG          N     004     002
007       TSAT          N     003
008       VSAT          N     003
009       PBSE:RD       N     002
010       VOC           N     002
011       INF           N     002
012       REQ:RD        L     001
013       OPTION        L     001
014       PBSE:EN       N     002
015       TSWE          N     002
016       ESSAY         C     001
017       REQ:EN        L     001
018       MSAT          N     003
019       PBSE:MA       N     002
020       REQ:M98       L     001
021       REQ:M99       L     001
022       EXIT:RD       C     003
023       EXIT:EN       C     003
024       EXIT:MA       C     003
025       FBSE:RD       N     002
026       FBSE:EN       N     002
027       FBSE:MA       N     002
028       ADV           C     003
** TOTAL **              00088
. QUIT
*** END RUN      dBASE II      ***
```

File # 2 - Created for cross-listing

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```
    DISPLAY STRUCTURE
STRUCTURE FOR FILE:   B:DEVST85 .DBF
NUMBER OF RECORDS:    00590
DATE OF LAST UPDATE: 04/04/85
PRIMARY USE DATABASE
FLD       NAME
001       SSNO          254067800
002       NAME          BROWN,JASON BRADLEY
003       RACE          W
004       SEX           M
005       PBSE:RD       66
006       PBSE:EN       62
007       PBSE:MA       70
008       REQ           REM
009       QTRA          184
010       RDGA          EX
011       ENGA          IP
012       MAT98A        EX
013       MAT99A
014       QTRB          285
015       RDGB
016       ENGB          EX
017       MAT98B
018       MAT99B        EX
019       QTRC
020       RDGC
021       ENGC
022       MAT99C
023       QTRD
024       RDGD
025       ENGD
026       MAT99D
027       FBSE:RD       79
028       FBSE:EN       76
029       FBSE:MA       81
030       EDS           285
031       NOOTRS        2
032       ADV           NSW
** TOTAL **
. QUIT
*** END RUN        dBASE II        ***
```

Simulation of data entry - not exact because I couldn't reproduce the actual screen — but it is close.

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```
00084  004522025 BOUMER,MICHAEL MURRAY     W M  63  65  80 RE  184 EX EX
                                           79  70   0 184  1 DLT
00085  253985416 BOVERT,CHRISTOPHER PAUL    W M  55  48  58 REM 184 IP IP IP     28
5 IP IP U                                  83  58   0       0 RWW
00086  260375956 BOWEN,WILLIAM BENTON III   W M  63  78  88 R   184 EX
                                           99   0   0 184  1 RWW
00087  254451998 BOYD,KIMBERLY ANN          W F  81  67  86 E   184    EX
                                           0  83   0 184  1 SBS
00088  256062444 BRANTLEY,PAMELA RAE        W F  71  81  86 R   184 EX
                                           0   0   0 184  1 SPG
00089  260136612 BRETT,GLENN DONALD         W M  73  70  67 REM 184 99 EX IP
                                           0  66   0       0 DLT
00090  147680716 BRICKETTO,FREDIRICK J.     W M  60  63  72 REM 184 EX EX EX     28
5          EX                              82  70  79 285  2 VBD
00091  254067800 BROWN,JASON BRADLEY        W M  66  62  70 REM 184 EX IP EX     28
5    EX    EX                              79  76  81 285  2 NSW
00092  252212708 BROWN,LEISA ANN            B F  64  56  50 REM 184
                                           0   0   0 WD   0 GAH
00093  256043395 BROWNLEE,SHERRY JANE       W F  75  70  77 E   184    EX
                                           0  85   0 184  1 VBD
00094  595073414 BROXSON,ROSS ALBERT        W M  64  66  67 REM 184 EX EX IP     28
5        EX    385                         88  66   0       0 CFS
00095  244371361 BRUCH,DAPHNE SIOBHAN       W F  60  66  91 RE  184 EX EX
                                           75  78   0 184  1 DLT
00096  228256636 BRUTON,JEFFREY DION        W M  57  54  73 REM 184 IP IP    EX 28
5 IP IP       385                          59  61  84       0 RWW
00097  259113254 BURNETTE,KENNETH DAVID     W F  64  70  99 RE  184 EX EX
                                           73  99   0 184  1 DNJ
00098  259336203 BURNS,LEVERNE JR           B M  60  63  71 REM 184 EX IP    EX 28
5    EX                                    70  87  78 285  2 GAH
00099  260196623 BUTLER,KENNETH G.          B M  63  46  70 REM 184 IP IP    EX 28
5 IP IP       385                          64  75  76       0 LRG
00100  252413521 BUTLER,MELISSA L.          B F  60  53  59 REM 184 EX IP IP     28
5    IP U                                  70  73   0       0 DSG
00101  256399135 BYRD,GINA MICHELLE         B F  66  62  72 REM 184 EX EX    EX
                                           66  72  85 184  1 VBD
00102  252150546 BYRD,TODD ANTHONY          W M  69  56  82 RE  184 EX IP
                                           79  65   0       0 RWW
00103  254067452 CABLE,MARIA MOTLOW         W F  66  67  67 REM 184 IP EX EX     28
5 EX        IP 385                         70  76  76       0 DLT
```

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Raw data

Useful for checking accuracy of information and keeping a hard copy for protection.

Command: LIST ALL

00077	261911570	BATTAGLIA,LINA MARIE	W	F	E	184
00078	260174921	BEASLEY,SCOTT ANDREW	W	M	RE	184
00079	253376756	BELL,JERRY AUSTIN	W	M	RE	
00080	393701484	BERENS,CHRISTOPHER JOHN	W	M	RE	285
00081	584657396	BICKFORD,HARRY DAVID JR	O	M	M	
00082	458946336	BLACK,PHILIP MEDLOCK	W	M	REM	285
00083	259399665	BLAND,MICHAEL WAYNE	W	M	RE	184
00084	004522025	BOOMER,MICHAEL MURRAY	W	M	RE	184
00085	253985416	BOVERT,CHRISTOPHER PAUL	W	M	REM	
00086	260375956	BOWEN,WILLIAM BENTON III	W	M	R	184
00087	254451998	BOYD,KIMBERLY ANN	W	F	E	184
00088	256062444	BRANTLEY,PAMELA RAE	W	F	R	184
00089	260136612	BRETT,GLENN DONALD	W	M	REM	
00090	147680716	BRICKETTO,FREDIRICK J.	W	M	REM	285
00091	254067800	BROWN,JASON BRADLEY	W	M	REM	285
00092	252212708	BROWN,LEISA ANN	B	F	REM	WD
00093	256043395	BROWNLEE,SHERRY JANE	W	F	E	184
00094	595073414	BROXSON,ROSS ALBERT	W	M	REM	
00095	244371361	BRUCH,DAPHNE SIOBHAN	W	F	RE	184
00096	228256636	BRUTON,JEFFREY DION	W	M	REM	

List of students with specific data items rather than everything -

Race
Sex
Requirement
Etc edited

00098	259336203	BURNS,LEVERNE JR	B	M	REM	285
00099	260196623	BUTLER,KENNETH G.	B	M	REM	
00100	252413521	BUTLER,MELISSA L.	B	F	REM	
00101	256399135	BYRD,GINA MICHELLE	B	F	REM	184
00111	251353973	CARSWELL,ABBY DEAN	B	M	REM	
00114	256357998	CHANDLER,DARREN EUGENE	B	M	EM	
00119	258372658	CHILDS,DISTARLING PATRIC	B	F	REM	285
00121	259279958	CLANTON,CHERYL LUDRENIA	B	F	REM	285
00122	253393364	CLARK,ANDRE JENARD	B	M	REM	
00124	220945610	CLARK,TERRENCE	B	M	RE	285
00132	260376569	COOKSEY,SOPHIAETT LAFAYE	B	F	RE	184

List of Black students with same data.

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```
COU UNT FOR EDS= 184
COUNT = 00164
```

Number of Students who exited Fall '84

```
LIST NAME,REU,NOOTRS FOR EDS= 184
00015  SPILLANE,JANET ELIZABETH  RM    3
00016  ANDERSON,SHARON LYNN      REM   2
00018  BEASLEY,JILL RENEE        RE    2
00019  BRINSON,CINDY DEAN        REM   2
00020  CHAFFIN,TAMMY LYNN        EM    2
00022  DAVIS,REGINALD LEWIS      RE    2
00025  FORD,REBECCA ANN          REM   2
00030  HAMMOCK,PATRICE HELANE    REM   2
00033  HICKS,HENRY JOSEPH        RE    2
00035  KELLER,DANIELLE RUTH      REM   2
00037  NOWICKI,ERICK ARTHUR      REM   2
00038  PIAZZA,CAROL LYNN         REM   2
00039  POLLARD,JENNIFER PAIGE    RE    2
00042  SHEETS,ELIZABETH A.       RE    2
00050  ALFORD,NANCY ELIZABETH    RE    1
00053  ALLISON,NATALIE REGINA    R     1
00056  ALTMAN,ANGELA CLAIR       RE    1
00059  ANDREWS,ANGELA MARIE      RE    1
00061  ARNOLD,KELLY DEAN         RE    1
00069  BALL,PATRICK WAYNE        REM   1
00072  BARD,MONTGOMERY SCOTT     E     1
00077  BATTAGLIA,TINA MARIE      R     1
00078  BEASLEY,SCOTT ANDREW      RE    1
00083  BLAND,MICHAEL WAYNE       RE    1
00084  BOOMER,MICHAEL MURRAY     RE    1
00086  BOWEN,WILLIAM BENTON III  R     1
00087  BOYD,KIMBERLY ANN         E     1
00088  BRANTLEY,PAMELA RAE       R     1
00093  BROWNLEE,SHERRY JANE      E     1
00095  BRUCH,DAPHNE SIOBHAN      RE    1
00097  BURNETTE,KENNETH DAVID    RE    1
00101  BYRD,GINA MICHELLE        REM   1
00106  CALLAHAN,TONYA RENE       R     1
00107  CAMPBELL,KRISTIN ELISE    RE    1
00113  CAWLEY,MARY ELIZABETH     RE    1
00125
```

Names of students who exited Fall '84

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```
DISPLAY FOR  JACKSON &NAME
00058  25113/810 ANDERSON.WALTER JACKSON  W M  59  76  76 R   184 IP
                                          65   0   0       0 EJJ
00252  257412/98 JACKSON.ADRIAN S.         B M  72  60  73 REM 184 99 IP EX     28
5 EX IP     IP 385                        73  75  73       0 KMC
00253  258413143 JACKSON.CAROLYN LEIGH     W F  60  63  66 REM 184 EX EX EX     28
5           EX                            73  78  75 285  2 NSW
00254  259027204 JACKSON.JOEL DENETRICE    B M  66  56  64 REM 184 IP IP EX     28
5 EX EX     EX                            75  72  75 285  2 DLT
00255  260317849 JACKSON.MARSHALL THOMAS   W M  75  72  67 EM  184     EX EX     28
5           IP 385                        0   85   0       0 BSC
00256  252370387 JACKSON.PRISCILLA ANN     B F  58  67  67 REM 184 EX IP EX     28
5     EX     EX                           69  73  72 285  2 CMN
00257  25241056S JACKSON.SHAUN DEMETRIA    B F  60  70  69 RM  184 IP     EX     28
5 EX        EX                            71   0  79 285  2 MTN
00258  592011646 JACKSON.VELVET LEE        W F  78  88  72 M   184         EX     28
5           EX                            0   0  91 285  2 MTN
00355  248116330 MYERS.RICHARD JACKSON     W M  71  59  71 REM 184 EX IP EX     28
5     IP     IP                           93  66  72       0 CMN
.
```

Method of locating a file with limited information

```
LOCATE FOR NAME='JACKSON,MARCH  SHALL'
RECORD: 00255
.
```

Method of locating a file with more specific

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COUNT = 00116
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COUNT FOR RACE= B .AND.NODTRS=1
COUNT = 00024
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COUNT = 00044
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COUNT = 00067
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COUNT = 00036
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PAGE NO. 00001
04/04/85

QUARTERLY DEVELOPMENTAL STUDIES LIST

Spring QUARTER, 1985, SECTION C

SS NUMBER	NAME	RC	SX	REQ	RD	EN	MA	ADV
258374137	ALEXANDER,MOSE JAMES III	B	M	RE	57	62	86	DBW
259047960	ALFORD,MICHAEL DARREN	W	M	REM	53	47	64	SPG
259454645	ALLEN,YOLANDA YVETTE	B	F	REM	58	74	66	RWW
252398229	ALSTON,MAE ETHEL	B	F	REM	53	51	58	VBD
258437972	ARMOUR,SHONI LYNN	W	F	REM	69	70	55	CFS
260846262	ATKINS,KATHERINE LEE	W	F	RM	71	84	67	VBD
127528846	BAGINSKI,JENNIFER LYNN	W	F	REM	59	62	74	RWW
257419866	BAILEY,ANTHONY WADE	W	M	RE	57	53	82	DBW
257335223	BARRON,HERMAN EUGENE	B	M	RE	58	55	88	SBS
253376796	BELL,JERRY AUSTIN	W	M	RE	66	44	76	BSC
584657396	BICKFORD,HARRY DAVID JR	O	M	M	93	61	67	CFS
595073414	BROXSON,ROSS ALBERT	W	M	REM	64	66	67	CFS
228256636	BRUTON,JEFFREY DION	W	M	REM	57	54	73	RWW
260196623	BUTLER,KENNETH G.	B	M	REM	63	46	70	LRG
254067452	CABLE,MARIA MOTLOW	W	F	REM	66	67	67	DLT
259371209	CAPPS,RICHARD HILLIS JR	W	M	REM	59	62	64	DLT
251353973	CARSWELL,ABBY DEAN	B	M	REM	66	43	59	SBS
256357998	CHANDLER,DARREN EUGENE	B	M	EM	81	66	65	LRG
253393364	CLARK,ANDRE JENARD	B	M	REM	69	55	70	EJJ
253370905	CURRIE,GAIL PAMELA	W	F	REM	69	65	63	NSW
255217049	DARRISAW,HUBERT JR.	B	M	REM	66	55	66	RMC
247130780	DAVIDSON,DERYL HOLMES	W	F	RM	67	76	73	RMC
255130149	DAVIS,SEDRA DENISE	B	F	REM	53	56	73	CMN
585084771	DURDEN,TIMOTHY EDWARD	W	M	REM	58	52	65	SPG
254293513	EARLS,CHARLES DEAN	B	M	REM	58	62	70	MTN
252358601	ENGLISH,KRISTINA KIM	W	F	REM	0	0	0	DSG
254454699	ETHRIDGE,MICHAEL RAY	W	M	REM	58	58	61	DBW
260394657	FABRIKANT,K. LATRELLE	W	F	REM	71	74	71	EJJ
253216061	GALLON,ANDREA MICHELLE	B	F	REM	64	54	72	CER
252966589	GENINS,ROBERT JOHN III	W	M	RE	63	60	77	EJJ
258028575	GILBERT,TANGIE MICHELLE	B	F	EM	67	61	60	CER
260374364	GULATI,FELICIA RENEE	B	F	REM	64	53	69	TDP
256394037	GRANT,ROSALIND MICHELLE	B	F	REM	58	59	71	NSW
255295701	GRAY,ERIC MARSHALL	W	M	RE	58	59	76	LRG
230725311	GREGORY,DONALD RAY JR	W	M	REM	62	67	70	VBD
258239831	GREGORY,MICHELLE ALETHIA	B	F	REM	53	56	61	SBS
252290861	GRIFFIN,KIM	B	F	RE	59	66	77	TDP
253392904	GROVES,KIMBERLY SUE	W	F	REM	60	74	70	GAH
253191683	HAGAN,FREDDIE JR	B	M	RE	66	63	88	PCW
253066246	HALL,KIM YEVETT	B	F	REM	59	59	73	GAH
258375294	HAMILTON,RICHARD CURTIS	W	M	REM	67	66	67	SBS
257211343	HARRIS,GWENETTE	B	F	REM	58	55	70	LRG
089640229	HARRISON,RONALD EDMOND	B	M	REM	60	57	70	CER
403463735	HAVERSTOCK,ELIZABETH LEE	W	F	RM	64	81	70	CMN
260376943	HAYES,JACQUELINE YVONNE	B	F	REM	62	61	58	SPG
257273015	HEAD,STEVE DEXTER	W	M	REM	57	50	68	TDP
249277653	HICKS,THOMAS ROY II	B	M	REM	59	63	73	MTN
253399546	HULBROOK,BRUCE EDWIN	B	M	REM	0	46	61	CER
258412817	INGRAM,BRENDA GAY	B	F	REM	69	66	63	TDP

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_____ QUARTER _____

SS NUMBER	NAME	QTR ENT	ADV
251137810	ANDERSON,WALTER JACKSON	184	EJJ
260232068	BARBER,BECKY LYNN	184	EJJ
253393364	CLARK,ANDRE JENARD	184	EJJ
252379162	DUGGER,YOLANDA SELENE	184	EJJ
256393609	EDWARDS,TAMMY JO	184	EJJ
260394657	FABRIKANT,K. LATRELLE	184	EJJ
259396997	FISCHER,PATRICK JAMES	184	EJJ
261897902	FOLEY,TIMOTHY MICHAEL		EJJ
153501724	FULLER,GRACE M.		EJJ
252968589	GENINS,ROBERT JOHN III	184	EJJ
260373185	HAFFENDERN,KAREN MARIE	184	EJJ
256174130	HARDY,LARRY BRENT	184	EJJ
255372743	HARRIS,SHARON DENISE	184	EJJ
255379587	HILL,BILLY LAMAR	184	EJJ
256379475	KING,MICHAEL LASHAWN	184	EJJ
593072673	MCALLISTER,WILLIAM ROBER	184	EJJ
252275209	MURPHY,CARADIO SHEEREF	184	EJJ
252391676	SMITH,MATTIE DENISE	184	EJJ
252045252	VAUGHN,KERRY LAJUENE	184	EJJ
254177657	WALKER,KENNETH WALTON	184	EJJ
577700692	WIERENGA,RONALD JOE JR	184	EJJ
260376673	WILKERSON,JAMES DANIEL	184	EJJ
262919745	WILLIAMS,TIFFANY LYNEE	184	EJJ
252336820	WRIGHT,LAURINDA MICHELE	184	EJJ
253414655	WRYE,JAMES PHILLIP	184	EJJ
253331573	YAUN,ANGELA KAY	184	EJJ

(All advisees for the year)

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ADVISEE LIST FOR _____

_____ QUARTER _____

SS NUMBER	NAME	DTR ENT	ADV
251137810	ANDERSON,WALTER JACKSON	184	EJJ
253393364	CLARK,ANDRE JENARD	184	EJJ
252379162	DUGGER,YOLANDA SELENE	184	EJJ
256393609	EDWARDS,TAMMY JO	184	EJJ
260394657	FABRIKANT,K. LATRELLE	184	EJJ
153501724	FULLER,GRACE M.		EJJ
252968589	GENINS,ROBERT JOHN III	184	EJJ
255379587	HILL,BILLY LAMAR	184	EJJ
252275209	MURPHY,CARADIO SHEEREF	184	EJJ
252391676	SMITH,MATTIE DENISE	184	EJJ
253331573	YHUN,ANGELA KAY	184	EJJ

(Spring '85 - Those who have not efited)

ADVISEE LIST FOR _____

_____ QUARTER _____

SS NUMBER	NAME	DTR ENT	ADV
253393364	CLARK,ANDRE JENARD	184	EJJ
260394657	FABRIKANT,K. LATRELLE	184	EJJ
252968589	GENINS,ROBERT JOHN III	184	EJJ
252391676	SMITH,MATTIE DENISE	184	EJJ
253331573	YHUN,ANGELA KAY	184	EJJ

(Spring '85 - Those actually in school)

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